

Town of Tupper Lake Regular Board Meeting

December 9, 2013

Roll Call: Supervisor Roger Amell
 Councilwoman Kathleen Lefebvre
 Councilman John Quinn
 Councilwoman Patricia Littlefield
 Councilman Gerald Fletcher

Recording Secretary: Laurie J Fuller – Town Clerk

Press: Mary Peryea – Tupper Lake Free Press
 Shaun Kittle – Adirondack Daily Enterprise

Also: Paul O’Leary – Assessor/Code Officer
 Mike Fritts – Youth Activity Director
 William Dechene – Highway Superintendent

Guest: Michelle Clement – Events Coordinator for Chamber
 Pete Edwards – Village Code Officer
 Rick Donah – Village Trustee

Supervisor Amell called Regular Board Meeting to order at 4:03 p.m. opening with the Pledge of Allegiance.

One item added to agenda

1. Adopt Computer Back-up Policy

1. Approve Minutes:

Town Clerk provided each board member a drafted copy of minutes dated October 18th & November 4th 2013 for approval.

Motion to approve minutes as written for meetings dated October 18th & November 4th was made by Councilman Quinn.

Seconded by Councilwoman Lefebvre

All Town Board Members voted AYE 5/0 Amell, Lefebvre, Quinn, Littlefield & Fletcher

2. Approve Code Officer’s report:

Monthly Report November 2013

11 Building Permits issued in November

0 Complaints filed

Completed 10 field inspections

November 2013 miles logged 129

Please contact me with any questions or concerns.

Respectfully submitted:

Paul O’Leary

Code Enforcement Officer
Town of Tupper Lake

Motion to approve Code Officer's report for November 2013 was made by Councilwoman Littlefield.

Seconded by Councilman Fletcher
All Town Board Members voted AYE 5/0 Amell, Lefebvre, Quinn, Littlefield & Fletcher

3. Approve Youth Activity Director's report:

Michelle Clement, Events Coordinator for the Chamber & Mike Friits, Youth Activity Director have planned an event for March 1, 2014 to raise funds for a mobile performance stage. The event is going to be at the cross-country ski trail located at the Country Club golf course. The Tupper Lake Brew-Ski Trail will feature sampling stations set up for beer distributors to give free two-ounce beer samples, at the end of trail a bonfire and bowl of chili for everyone to enjoy. Michelle explained. Michelle also stated she will need approval from the Town Board to use trails on town owned property as well as to sign as landlord on the liquor license. The Chamber will cover full insurance on event.

Councilman Quinn made a motion to allow the use of town property and sign as landlord for the liquor license for the event.

Seconded by Councilwoman Lefebvre
All Town Board Members voted AYE 5/0 Amell, Lefebvre, Quinn, Littlefield & Fletcher

Recreation Report for December 9, 2013

BREW SKI

Michelle and I would like to tell you about a fun event we have planned for March 1, 2014.

SKI, SLED, and SNOWSHOE EVENT (Ivana Shoesledski)

(see attached press release) One of several events this winter will be this family oriented one.

X-C TRAILS

With the aid of the early snowfall the gold course portion was open over the Thanksgiving break. I'd hate to lose our permission in using these trails. Everything is ready to go except for the snow.

Also once again there will be several night time events planned.

2014 Events

Saturday Jan 4th, Feb 1st, and Mar 1st - 6PM-Skiing with the Stars

Saturday Jan 18th and Feb 16th- 6PM-Full Moon Bonfire

X-C TRAILS FUNDRAISER

Christine Marquis and Beard were nice enough to host a fundraiser for the trail system on Thanksgiving Eve. We did up some 50/50 raffle tickets and some made donations. As a result \$423 was raised for the trails. In addition we received another \$300 donation from the Lion's Club. With this added money Mr. Gillis has expressed an interest in putting studs on the Bear Cat snowmobile to allow the machine to have better traction. Also I was looking into purchasing an igloo building device. Called the ICEBOX Igloo tool it helps in construction of an actual igloo. It costs \$179.95. The idea is to construct a couple; one for the sliding area and another for the bonfire area.

X-C PROGRAM

We have 30 signed-up thus far. As you know this continues to grow each year and represents a great working relationship between school district and town. We're set and ready to go but like the cross country trail system all we're waiting for is some snow.

WEBSITE

Now that I have a little time I’ve been working on the town/village website. Please submit to me a list with anything you feel is needed on the site. In case you forgot it’s tupperlakeny.gov.

CONFERENCE

This past Thursday and Friday I along with Program Director Sarah Pratt attended a two-day conference in Albany. The school district has received a sizable 21st Century Community Learning Center grant. **(Shaun Kittle has an excellent article in last Thursday’s Adirondack Daily Enterprise)**. In short Ms. Pratt will be working with different groups and organizations throughout the community to provide a bevy of afterschool activities for both children and adults. Last week’s conference focused on different ways to administer these funds and provided insight on programs and ideas that have proven successful in the past. I gained a lot of knowledge that will not only aid me in helping with this newest initiative but which I can also apply to my position.

BASEBALL

I’ve met a couple times with Dan Brown, the school psychologist and baseball coach. He is interested in helping with the youth program this spring and summer. In our talks we’ve brainstormed some different ideas such as holding fundraisers to go toward purchase of uniforms for older players and also possibly rehabbing the field on Washington Street. This would be a tremendous help for me during a busy time and would also serve as a good feeder program for the high school teams.

OUTDOOR ICE SKATING

Each year it seems like we revisit this idea. If you remember we tried it a couple years ago with not much success. But again I would like to consider perhaps using a portion of Little Wolf Pond. The ice is already there and would just require an ATV with plow attachment. If we needed lighting then we could look into some portable equipment for use on weekends. There would be no need for a warming hut. If people get cold then they’re done skating, plain and simple. The area could be protected from snowmobiles by using snow fence and I don’t foresee a need to have it supervised. Of course liability is an issue and one that I would look into. No frills or thrills, just a place to offer outdoor skating.

Motion to approve Youth Activity Director’s Monthly report was made by Councilwoman Lefebvre.

Seconded by Councilwoman Littlefield
All Town Board Members voted AYE 5/0 Amell, Lefebvre, Quinn, Littlefield & Fletcher

- 4. Approve Dog control Officer’s report:

Town of Tupper Lake
Dog Control Report

For the Month of: November

Date: 11-30-13

Complaints Received	3
Complaints Answered	3
Dogs Captured	0
Dogs return to owner	0
Dogs turned over to DCO	0
Dogs transported to Humane	

Society	0
Dogs Adopted	0
Dogs Euthonized	1
Dogs treated by Vet	1 (euthonized)
Dangerous Dog Complaints	0
Tickets issued	0

Mileage 115 DCO Shaheen R Shaheen

Report prepared by Shaheen R Shaheen DCO

Motion to approve Dog control Officer’s report for November was made by Councilwoman Littlefield.

Seconded by Councilwoman Lefebvre
All Town Board Members voted AYE 5/0 Amell, Lefebvre, Quinn, Littlefield & Fletcher

5. Approve Snow & Ice Agreement:

RESOLUTION #36 – 2013

2014 SNOW & ICE AGREEMENT WITH COUNTY

WHEREAS, the Town Board of the Town of Tupper Lake, Franklin County, New York passed a resolution at a Regular Town Board Meeting held December 9, 2013 authorizing the Town Superintendent of Highways William Dechene to enter into such agreement of removal of snow and sanding of County Highways within said Town of Tupper Lake.

NOW THEREFORE BE IT RESOLVED, that it is mutually, agreed the Town of Tupper Lake has the following miles of County highways within the said Town for which it shall be paid the following amounts for the year:

2014 – 2015	
CR 44 & 49	2.23 miles at \$5,217
	Total \$11,633.91

Motion: Councilman Quinn

Seconded: Councilwoman Lefebvre

Action: Carried 5/0 Vote Amell, Lefebvre, Quinn, Littlefield & Fletcher

Date: December 9, 2013

Laurie J Fuller – Town Clerk RMC

6. Approve Bids for 1976
Oshkosh Truck:

NOTICE TO BIDDERS

Notice is hereby given pursuant to section 103 General Municipal Law that the Town of Tupper Lake will accept sealed bids for one 1976 Oshkosh all-wheel drive truck just cab, chassis one-way plow & wing with 4 spare tires. Minimum bid \$2,000.00 can be inspected at highway garage on Pine Street.

Sealed bids can be dropped off or mailed to the office of the Town Clerk, 120 Demars Blvd., Tupper Lake, New York 12986 on or before 12:00 p.m. Friday, December 6, 2013. The successful bidder will be notified.

The Town of Tupper Lake reserves the right to reject or to waive any informalities in any and all bids if in the interest of the Town of Tupper Lake.

Bids should be clearly marked 1976 Oshkosh all-wheel drive truck and accompanied by a non-collusive certificate.

Town of Tupper Lake Highway Superintendent
William Dechene

December 9, 2013

Date

Bid opening for: 1976 OshKosh Plow truck

Name	Submitted Bid
Phil Kavanagh	\$2,155.00

Date of Opening December 9, 2013
Time of Opening 4:00 P.M. Regular Board Meeting

Members Present: Supervisor Amell
Councilwoman Lefebvre
Councilman Quinn
Councilwoman Littlefield & Councilman Fletcher

Bid was awarded to Phil Kavanagh, Kavanagh Trucking

Town Clerk
Town of Tupper Lake
120 Demars Blvd.
Tupper Lake, NY 12986

Motion to accept bid for 1976 Oshkosh Plow Truck from Kavanagh Trucking in the amount of \$2,155.00 was made by Councilman Quinn.

Seconded by Councilman Fletcher
All Town board Members voted AYE 5/0 Amell, Lefebvre, Quinn, Littlefield & Fletcher

7. Date for End of Year Meeting:

Board Members agreed to set the End of Year meeting for Friday, December 27, 2013 at 11:00 a.m.

8. Set hearing Date For Fire Protection Agreement:

Board Members agreed to set the Public Hearing for the Fire Protection Agreement with Village also on Friday, December 27, 2013 starting at 10:45 a.m. before end of year meeting.

9. Discuss referendum for Setting Pole Dam:

Supervisor Amell and Councilman Quinn spoke with Town Attorney Kirk Gagnier, on Setting Pole Dam. First need to advertise for bids for appraisers to appraise the dam. When dam is put out to bid, bid will include cost of appraisal.
Kirk will draw up RFP (request for proposals) resolution.

Councilman Quinn made a motion to pass a resolution to publicize a request for proposals (RFP) for bids on the appraisal of Setting Pole Dam.

Seconded by Councilwoman Lefebvre
All Town Board Members voted AYE 5/0 Amell, Lefebvre, Quinn, Littlefield & Fletcher

10. Approve Budget Transfers:

	Acct/Budget	Detail	Increase	Decrease	Revenue	Expenditure
General						
	10104	Town Board CE	\$22.40			
	11104	Justice CE	\$66.68			
	14104	Town Clerk CE	\$154.62			
	16204	Buildings CE	\$729.83			
	35104	Dog Control CE	\$88.96			
	71404	Beach CE	\$299.37			
	71804	Golf Course CE	\$627.96			
	19904	Contingency		\$1,989.82		
	14304	Bookkeeper CE	\$613.55			
	14301	Bookkeeper PS		\$613.55		
	70204	Recreation CE	\$109,000.00			
	909.01	Fund Balance		\$109,000.00		
General Outside	40104	Board of Health CE	\$375.00			
	909	Fund Balance		\$375.00		
Highway	51304	Machinery CE	\$4,010.10			
	51302	Machinery EQ		\$1,422.34		
	90108	State Retirement		\$2,587.76		
Highway Outside	51104	General Repair CE	\$17.36			
	90108	State Retirement		\$17.36		
Sewer 5	5720	Statutory Bond Proceeds			\$209.45	
	81204	Sanitary				\$209.45

		Sewers CE				
Sewer 16	97207	Interest – Statutory Bond	\$.03			
	81204	Sanitary Sewers CE		\$.03		
Sewer 17	81204	Sanitary Sewers CE	\$39.50			
	630	Due to Gen Fund		\$39.50		
Sewer 17-2	81204	Sanitary Sewers CE	\$643.36			
	909	Fund Balance		\$643.36		
Water 3	83204	Source Power Pump CE	\$83.61			
	909	Fund Balance		\$83.61		
Water 5	97207	Interest – Statutory Bond	\$.01			
	909	Fund Balance		\$.01		
Water 7	97207	Interest- Statutory Bond	\$.08			
	909	Fund Balance		\$.08		
Water 16	97207	Interest- Statutory Bond	\$.02			
	909	Fund Balance		\$.02		
Moody Lighting	51824	Street Lighting CE	\$948.86			
	909	Fund Balance		\$948.86		
Water 15	83204	Source Power Pump CE	\$34.99			
	909	Fund Balance		\$34.99		
			\$117,756.29	\$117,756.29	\$209.45	\$209.45

Motion to approve Budget Transfers as submitted was made by Councilman Quinn.

Seconded by Councilwoman Littlefield
All Town Board Members voted AYE 5/0

11. Approve Audited Vouchers:

Abstract of Audited Vouchers for the period 11/2/2013 thru 12/6/2013

General A	\$138,029.85
General B	\$750.00
Highway DA	\$4,261.63
Special Districts	\$21,699.54
Trust	\$60,874.53
Total	\$225,615.55

Motion to approve Abstract of Audited Vouchers for the period 11/2/2013 thru 12/6/2013 in the amount of \$225,615.55 was made by Councilwoman Littlefield.

Seconded by Councilman Fletcher

All Town Board Members voted AYE 5/0 Amell, Lefebvre, Quinn, Littlefield & Fletcher

12. Adopt Computer Back Up Policy:

Resolution #37 / 2013

Computer Backup Policy

1.0 Overview

This policy defines the backup policy for computers within the Town of Tupper Lake, which are expected to have their data backed up.

2.0 Purpose

This policy is designed to protect data in the Town of Tupper Lake to be sure it is not lost and can be recovered in the event of equipment failure, intentional destruction of data, or disaster.

3.0 Scope

This policy applies to all equipment and data owned and operated by the Town of Tupper Lake.

4.0 Definitions

1. Backup- The saving of files onto servers or portable hard drives or other offline mass storage media for the purpose of preventing loss of data in the event of equipment failure or destruction.
2. Archive – The saving of old or unused files onto offline mass storage media for the purpose of releasing on-line storage room.
3. Restore – The process of bringing off line storage data back from the offline media and putting it on an online storage system such as a file server or hard drive.

5.0 Timing

Full backups are performed nightly on Monday Tuesday Wednesday, Thursday and Friday. If for maintenance reasons, backups are not performed on Friday, they shall be done on Saturday or Sunday.

6.0 Storage

There shall be a separate or portable hard drive for each Friday of the Month such as Friday 1, Friday 2, etc. Backups performed on Friday or weekends shall be kept for one month and used again the next month on the applicable Friday. Backups performed Monday through Thursday shall be kept for one week and used again the following appropriate day of the week.

7.0 Monthly Backups

Every month a monthly backup shall be made using the oldest backup drive from the sets.

8.0 Age of back up devices

The date each backup device was put into service shall be recorded. Devices that have been used longer than six months shall be discarded and replaced.

9.0 Responsibility

The Town Supervisor shall delegate a staff member to perform regular backups. The delegated person shall develop a procedure for testing backups and test the ability to restore data from backups on a monthly basis.

10.0 Testing

The ability to restore data from backups shall be tested at least once per month.

11.0 Data Backed Up

Data to be backed up include the following information:

1. User data stored on the hard drive
2. System state data
3. File server
4. Mail Server
5. Database

6. Domain controllers
7. Web server
8. Any other data a required

12.0 Archives

Archives are made at the end of every year in December. User account data associated with the file and mail servers are archived one month after they have left the organization.

13.0 Restoration

Users that need files restored must submit a request to the Town Supervisor or designee. Include information about the file creation date, the name of the file, the last time it was changed and the date and time it was deleted or destroyed.

14.0 Device Storage Location

Backup devices shall be turned over to the Town Clerk or her designee to be stored in the fireproof vault.

Date: December 9, 2013

Motion: Councilman Quinn

Seconded: Councilwoman Lefebvre

Action: Carried 5/0 vote Amell, Lefebvre, Quinn, Littlefield & Fletcher

seal

Laurie J Fuller – Town Clerk RMC

13. Committee Reports:

Councilwoman Lefebvre reported the Adult Center generator is fixed, but there is a problem with the back door locking and unlocking that needs to be look at.

Councilwoman Littlefield reported the Country Club Board has signed the contract. Window that was installed was never finished on outside.

Supervisor Amell reported the shingles on pavilion at beach were blown off.

The new groomer was delivered. Pete Edwards & Rick Donah thanked board members for their decision to purchase.

14. Plaque presentation for Supervisor Amell & Gerald Fletcher:

On behalf of the Town Board, Councilwoman Lefebvre presented plaques to Supervisor Amell and Councilman Fletcher in recognition of their service to the town.

15. Executive Session:

Motion to enter into executive session at 4:56 p.m. to discuss labor agreement was made by Councilwoman Lefebvre.

Seconded by Councilwoman Littlefield

All Town Board Members voted AYE 5/0 Amell, Lefebvre, Quinn, Littlefield & Fletcher

Motion to come out of executive session at 5:20 p.m. with no action taken was made by Councilman Quinn.

Seconded by Councilman Fletcher

All Town Board Members voted AYE 5/0 Amell, Lefebvre, Quinn, Littlefield & Fletcher

16. Adjourn:

Motion to adjourn at 5:21 p.m. was made by Councilwoman Littlefield.

Seconded by Councilman Quinn

All Town Board Members voted AYE 5/0 Amell, Lefebvre, Quinn, Littlefield & Fletcher

Laurie J Fuller – Town Clerk RMC